

City of
EDMONDS
Washington

HUMAN RESOURCES DIRECTOR

Department:	Human Resources	Pay Grade:	NR 20
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	June 2016	Reports To:	Mayor

POSITION PURPOSE: Under administrative direction, plans, organizes, control and directs the Human Resources functions and programs of the City; provide internal consulting assistance to the City's management and supervisory staff in a variety of Human Resources areas; supervise and evaluate the performance of assigned personnel. Directors are responsible for the operations of the departments and may delegate signing authority except as limited by the provisions of Edmonds City Code or state or federal law.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, controls and directs the Human Resources functions and programs of the City including recruitment/selection, compensation/classification, training/development, labor relations, safety, personnel records, policy development, general management assistance and supervision of the Human Resources office.
- Plans, organizes, coordinates and administers employee development and training programs including performance evaluation, educational assistance and in-service training; coordinate a variety of employee recognition programs; assist and counsel employees with confidential matters requiring internal or external resources; provide general conflict resolution assistance in employee related disputes.
- Provides internal consulting assistance to the City's management and supervisory staff in a variety of areas including staffing and organization, employee development, disciplinary problems, and other special employment needs.
- Plans, organizes and coordinates the City's recruitment and selection processes to assure compliance with legal requirements, human resources needs, and budgetary authority; provides staff assistance and guidance to the hiring authority in the selection of new employees and promotions; provides new employee orientations, exit interviews and payroll/benefit processing;
- Coordinates the City's civil service program of recruitment, selection, classification and discipline; provide advice on selection techniques and procedures; advise Police management as needed and serve as Secretary & Chief Examiner to the commission.
- Attends, conducts and participates in a variety of committee meetings; coordinates and participates on various labor-management committees, performs special projects involving research and report writing.

JOB DESCRIPTION

Human Resources Director

- Supervises, coaches, trains, motivates and evaluates the performance of assigned staff; interview and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and arranges for appropriate training of subordinates.
- Manages the workflow and prioritization of projects and measures the performance of the department and all related staff and takes appropriate corrective action when necessary.
- Administers the City's classification and compensation programs and systems including maintaining job descriptions, position control, salary and benefit administration, and policy development and compliance; conducts research on salary and benefit issues with outside agencies; analyze related cost areas and recommend changes to compensation and benefit programs as appropriate.
- Prepares and conducts labor negotiations as directed by the Mayor and may serve as Chief Negotiator with a variety of organized bargaining units, including: public safety, public works and office technical employees; administers the labor agreement during the terms of the contract, and assists the management staff with grievances and related employee concerns.
- Performs employee investigations and resulting investigatory reports; provides recommendation on follow up and/or corrective action based on investigatory findings.
- Develops and recommends new or modified policies to address human resource needs within the City; direct and interpret the application of established personnel policies; develops employee communications to disseminate policy information.
- Develops and prepares the annual preliminary budget for the Human Resources department; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established limitations; reviews and approves reports, purchases, and payments according to established policies and practices and make recommendations and forecast for future funds needed for staffing, equipment, materials and supplies
- Serves as primary staff liaison to the Disability Board and oversees the staff work on the Disability Board; serves as staff appointed representative as needed to the City MEBT Committee and the City-wide Safety Committee.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepares information and materials for presentations on human resource issues to the City Council; prepares a variety of annual reports for the State and federal government.
- Oversees and manages the City's worker's compensation and health/wellness programs, review programs for compliance with state and federal regulations.
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchanges information.
- Oversees records retention and records management for the department under Washington State Record retention rules including responding to and disseminating information appropriately for public records requests.
- Responsible for determining needs for and maintenance of information for the City's Human Resources website.
- Performs long-range planning activities including organizational planning and development, and strategic planning as needed.
- Performs related duties as assigned.

JOB DESCRIPTION

Human Resources Director

Required Knowledge of:

- Employment and labor related law, city ordinances, state & federal legislation and industry best practices.
- Governmental HRIS or information systems programs (Eden) for HR reporting.
- Operations, services and activities of comprehensive Human Resources program.
- Principles and practices of human resources administration and program development (HRD and HRM), including those specific to the public sector.
- Job analysis, classification and evaluation techniques and practices.
- Basic payroll processing.
- Investigatory techniques.
- Principles and methods of job analysis/evaluation and salary administration.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Employee relations, labor and contract negotiations and administering bargaining agreements.
- Federal, state and local laws, rules and regulations related to assigned activities and programs including employment law and hiring practices.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

Required Skill in:

- Planning, organizing and directing a variety of assigned programs, projects and activities related to the diverse activities of the Human Resources Department.
- Directing assigned human resource programs in a public-sector setting.
- Interpreting, applying and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Keeping updated on legislation changes and state and federal laws related to and affecting human resources policies and best practices.
- Performing professional-level work in the recruitment, screening, hiring, position classification and job evaluation.
- Providing consultation, guidance and assistance regarding human resources and risk management policies and procedures, rules and regulations to administration, elected officials, department heads and supervisors, employees and the general public.
- Analyzing complex problems, conducting comprehensive research, identifying alternative solutions, projecting consequences of proposed actions and making recommendations for resolution and implementation.
- Performing investigations and providing investigatory reports.
- Internal risk management and minimizing risk exposure.
- Responding to inquiries or complaints from customers, regulatory agencies, or members of the general public.

JOB DESCRIPTION

Human Resources Director

- Labor relations and contract negotiations in the public sector including grievance administration and binding arbitration.
- MS Office Suite including: MS Excel, Access, Word, PowerPoint, Outlook, Publisher, Sharepoint, etc.
- Algebra for mathematical computations regarding compensation and benefits information.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Industrial health and safety program administration.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Preparing comprehensive narrative and statistical reports.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, and delegating tasks and workload assignments.
- Working under deadlines, pressure and meeting schedules and timelines.
- Working independently with little direction.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Human Resources, Public Administration, Employment Law, Business Administration or related field and seven years of increasingly responsible human resource experience that includes direct responsibility for managing or supervising operations, programs and/or services in one or more human resource functional areas. Four years of staff supervisory, management and budgetary responsibility for a department or major division/functional area within a department; preferably in a public sector environment; OR an equivalent combination of education, training and experience to demonstrate the ability to perform the duties of the position.

SHRM-SCP or other HR certifications such as CEBS, CMS, CLRP or CCP preferred.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

Senior Professional in Human Resources (SPHR) preferred.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.

JOB DESCRIPTION
Human Resources Director

- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, reaching above shoulder or horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting and/or carrying or otherwise moving or transporting up to 30 lbs. (occasionally).

Hazards:

- Contact with angry, dissatisfied and/or distressed employees and/or customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____